

CITY OF WEST CHICAGO

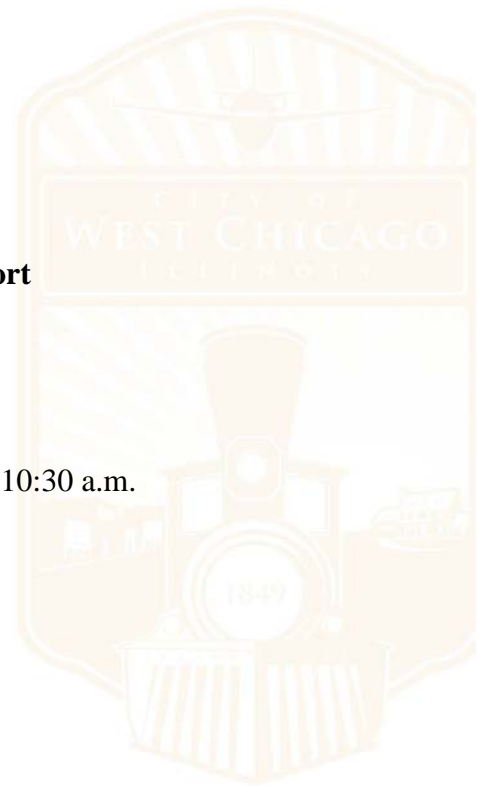
WHERE HISTORY & PROGRESS MEET

**Economic Development Commission
Tuesday, January 23, 2024 - 10:30 a.m.**

**West Chicago City Hall
Committee Room B
475 Main Street, West Chicago, IL 60185**

A G E N D A

- 1. Call to Order**
- 2. Roll Call**
- 3. Public Comment**
- 4. Approval of the October 24, 2023 Meeting Minutes**
- 5. 2023 Economic Development Commission Annual Report**
- 6. Façade Improvement Grant Program Discussion**
- 7. Staff Report**
- 8. Adjournment** – Next Meeting Tuesday, April 23, 2024 at 10:30 a.m.



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Ruben Pineda
MAYOR

Michael L. Guttman
CITY ADMINISTRATOR

CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

DRAFT ECONOMIC DEVELOPMENT COMMISSION Meeting Minutes October 24, 2023 – 10:30 a.m.

1. Call to Order

Chairperson Beles called the meeting to order at 10:30 a.m.

2. Roll Call and Establishment of a Quorum

Roll call found Chairperson Beles, and Commissioners Harms, Moran, Espinosa, Ventimiglia, and Sabathne present. Commissioner Johnson was absent. With six members present, a quorum was established.

Staff in attendance included Community Development Director Tom Dabareiner, City Planner John Sterrett, and Economic Development Coordinator Kelley Chrisse.

3. Public Comment

None.

4. Introductions

Staff and the Commissioners introduced themselves and provided a brief introduction, identifying area(s) of expertise, as applicable.

5. Commissioner Orientation

- a. Role of Commission – Ms. Chrisse referred the Commissioners to [Chapter 2, Article VI, Division 10 of the City Code](#) and summarized the Functions of the Commission as required by Sec. 2-420.
- b. Boards and Commissions Handbook – Ms. Chrisse provided an overview of the handbook and collected signed acknowledgement forms from the Commissioners in attendance.
- c. Freedom of Information Act (FOIA) – Ms. Chrisse reviewed how the FOIA law applies to the release of documents generated by and for the Economic Development Commission (EDC). Additional information about FOIA can be found on the [Illinois Attorney General's website](#).
- d. Open Meetings Act (OMA) – Ms. Chrisse provided a summary of how the EDC will operate within OMA. With the EDC being a seven-member body, a quorum is four Commissioners with a majority of a quorum being three Commissioners. Additional information about OMA can be found on the [Illinois Attorney General's website](#).

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6. Introduction to Community Plans

- a. [Comprehensive Plan](#) – Ms. Chrisse provided an overview of the recently adopted Comprehensive Plan describing this document as the City’s general development plan. She described the difference between the Comprehensive Plan and Zoning Regulations.
- b. [Economic Development Plan](#) – Ms. Chrisse presented the top five priorities based on time and funding required. This plan is in its third year.
- c. Central-Main Street Redevelopment Plan ([Part 1](#) and [Part 2](#)) – Ms. Chrisse explained that this document is to “set the table” for downtown redevelopment, which includes detailed implementation steps.
- d. Strategic Plan ([Part 1](#) and [Part 2](#)) – Ms. Chrisse described how this plan established a collective vision for the future of West Chicago. There were four Community Priorities identified as part of this process: Economic Development, Community Image, Intergovernmental Partnerships, and Celebrating Diversity (One West Chicago).

Ms. Chrisse also noted the various ways plans are implemented, which include revised policies, budget allocations, incentive programs, Tax Increment Financing (TIF) Districts, redevelopment agreements, as well as partnering with other entities.

7. **Overview of [TIF Districts](#)** – Ms. Chrisse summarized the scope of Tax Increment Financing (TIF) Districts, which are a tool used to encourage development in an area where that development might not otherwise occur. Each TIF District was presented along with a brief description and a status update, as applicable. It was noted that the EDC will not oversee the TIF Districts, as that is done via a Joint Review Board. However, the information was being provided to be able to continue to explore the use of the TIF Districts as an economic development tool.
8. **Staff Report** – Ms. Chrisse reported on general meeting operations. The EDC will follow Robert’s Rules of Order and can adopt an order of business for the agenda, if desired. Ms. Chrisse expressed a desire to have each Commissioner provide a brief update on their industry/area of expertise at each meeting to which the Commissioners did not object. There was some discussion about the types of information for staff to report to the EDC. Suggestions included 1) the status of plan implementation, particularly the EDC related items; and 2) shared experience of developers (is the City business friendly?). Staff will work to develop relevant data/information to share with the Commission on a quarterly and/or annual basis.
9. **Adjournment** – Commissioner Moran made a motion to adjourn, which was seconded by Commissioner Espinosa. The motion passed unanimously by voice vote. The meeting was adjourned at 11:40 a.m.

Respectfully Submitted,
Kelley Chrisse, Economic Development Coordinator

CITY OF WEST CHICAGO

ECONOMIC DEVELOPMENT COMMISSION AGENDA ITEM SUMMARY

ITEM TITLE:

2023 Economic Development Commission
Annual Report

AGENDA ITEM NUMBER: 5**COMMISSION AGENDA DATE:** 01/23/2024**STAFF REVIEW:** Kelley Chrisee, AICP**SIGNATURE****ITEM SUMMARY:**

The Economic Development Commission (EDC) was established on March 21, 2022 via Ordinance 22-O-0009 in order to facilitate economic growth and business development within the City of West Chicago. The enabling ordinance requires that the EDC submit a written report to the City Council in February of each year outlining the activities undertaken and work accomplished the prior year.

Attached is the inaugural Annual EDC Report for consideration.

ACTION PROPOSED:

Staff recommends approval of the 2023 Annual EDC Report to be presented to the City Council at a meeting in February.

CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

2023 ANNUAL REPORT TO THE CITY COUNCIL ECONOMIC DEVELOPMENT COMMISSION

In accordance with Chapter 2, Article VI, Division 10, Section 2-282 of the Code of Ordinances, the Economic Development Commission hereby submits this annual report to the City Council summarizing its activities from 2023. The Commission was established in 2022 to advise and make recommendations to the City Council on economic development policy and issues that advance the economy and prosperity.

During the year 2023, the Mayor appointed and the Council confirmed all seven Commissioners to the newly created Commission.

The initial meeting was held on October 24, 2023 and served to provide an orientation to the Commission on the current plans and economic development tools available. The Commission agreed to meet on the fourth Tuesday of every third month (quarterly). The regularly scheduled meetings in 2024 are: January 23, April 23, July 23, and October 22.

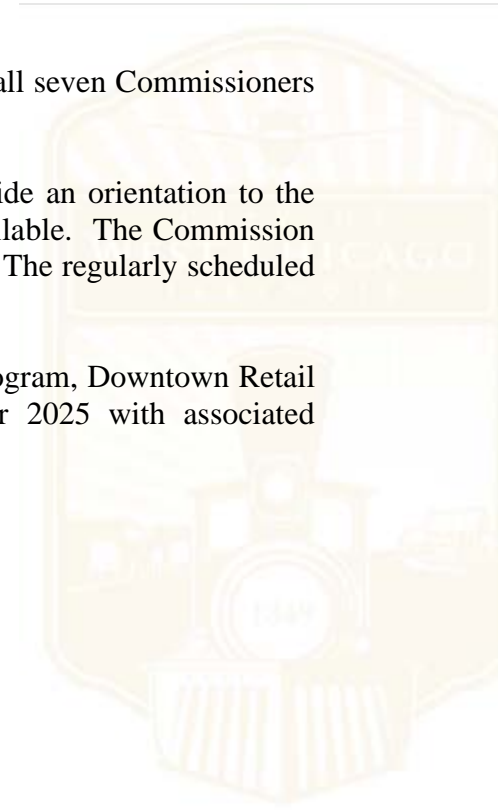
The Commission intends to evaluate the Façade Improvement Grant Program, Downtown Retail & Restaurant Business Grant Program, and create a work plan for 2025 with associated recommendations for the upcoming budget cycle.

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ECONOMIC DEVELOPMENT COMMISSION AGENDA ITEM SUMMARY

ITEM TITLE:

Façade Improvement Grant Program
Potential Revisions

AGENDA ITEM NUMBER: 6**COMMISSION AGENDA DATE:** 01/23/2024**STAFF REVIEW:** Kelley Chrusse, AICP**SIGNATURE****ITEM SUMMARY:**

The Façade Improvement Grant Program was adopted by the City Council in 1994 to encourage rehabilitation of the exteriors of commercial property in the downtown. While the eligible properties were initially only those within the Turner Junction Historic District, it has since been expanded to include properties within the Downtown TIF District.

The Program is currently regulated by Chapter 4, Article VI of the Code of Ordinances, many of the provisions have not been revised since 2000. Given that it has been more than 20 years, the following are a list of considerations for making the program more effective in encouraging private investment in the downtown:

- Program Purpose:
 - Should this program focus on incentivizing major investments or serve as a tool to support maintaining properties?
 - Should this program continue to operate as a reimbursement grant program?
- Eligible Properties:
 - Should the eligible properties be both within the TIF District and within the Turner Junction Historic District?
 - If properties outside of the Historic District are eligible, should there be a minimum age of the building eligible for funding?
- Eligible Improvements: Should maintenance work be permitted? If so, to what extent should it be permitted?
- Ineligible Improvements:
 - Should improvements needed to address code deficiencies be eligible if they have not been issued a notice of violation?
 - Should the City be approving and selecting a contractor?
 - Is it still the intent to ensure that an applicant's or family-owned company is not receiving benefit by this program?
- Project Costs:
 - Is the funding maximum per project sufficient to meet the program intent?
 - Is the current limitation on when an applicant can re-apply for additional funding sufficient?
 - Should there be a project minimum?
 - If an applicant intends to do the work themselves, should the 65% reimbursement for equipment and materials remain?
 - Should partial reimbursements be allowed?
 - Should there be a set timeline for completion of the proposed improvements, i.e. 6 months or 1 year of grant authorization? Or should each project have its own timeline?

- Rehabilitation Guidelines & Project Application; Approval
 - No filing fee has been required recently, should this fee be eliminated?
 - Should applications be accepted & presented for consideration if the budget has been exhausted for the fiscal year in which the application would require reimbursement?
 - Is there a need to verify the ability of the applicant to pay for the proposed improvements if the program remains as a reimbursement program?
 - Is there a need to have the EDC involved in the approval process?
 - Is there a desire to provide greater funding to certain improvements that will provide a more impactful change in the downtown?
 - Should there be a penalty for not completing the project within the specified timeline? Currently, the policy states that the City Council reserves the right to withdraw the commitment.
 - Should there be a provision that requires the approved improvements to remain in place for a set amount of time?

Attached are the current regulations for the Façade Program as well as the current Guidelines and Application Packet.

ACTION PROPOSED:

Staff is seeking feedback on potential revisions to the Façade Improvement Grant Program.

ARTICLE VI. - FACADE PROGRAM

Footnotes:

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Editor's note— Ord. No. 4301, § 1, adopted Apr. 3, 2000 amended §§ 4-100—4-106 in its entirety to read as herein set out. Former §§ 4-100—4-106 pertained to similar subject matter and derived from Ord. No. 2795, § 2, adopted Feb. 5, 1994; Ord. No. 3034, § 1, adopted June 3, 1996; Ord. No. 4043, §§ 1—3, adopted Dec. 15, 1997.

Sec. 4-100. - Facade program purpose.

The purpose of the facade program is to encourage the rehabilitation of the exteriors of commercial property in the City of West Chicago Downtown Redevelopment Project Area by establishing a program where the city will provide a limited match of private funds in the form of grants to be used for building facade renovation.

(Ord. No. 4301, § 1, 4-3-2000)

Sec. 4-101. - Eligible properties.

Commercial properties within the downtown redevelopment project area are eligible for participation in this program. Residential properties, including apartment buildings, are not eligible. Dwelling units, when accessory to a commercial building, are eligible.

(Ord. No. 4301, § 1, 4-3-2000)

Sec. 4-102. - Eligible applicants.

(a) Facade program applications may be submitted by:

- (1) The owner of property to be rehabilitated.
- (2) A contract purchaser or holder of an option to purchase the property to be rehabilitated, with written permission of the owner, provided that no grant funds shall be distributed to such applicant prior to its closing on the purchase of the property.
- (3) A lessee of the property to be rehabilitated, under a lease with an unexpired term of not less than five (5) years and with written permission of the owner.

(b) No facade improvement grant shall be awarded, or grant funds distributed, to any applicant who is in default on its mortgage, installment land sale contract or lease with respect to the property, or who is delinquent in the payment of any tax, fine, fee or special assessment owed the city, the county, the state or the United States of America, as indicated by the records of the county recorder.

Sec. 4-103. - Eligible improvements.

- (a) In order to be eligible for a grant under the facade program, improvements must relate to a building facade that is visible from a public way, must be permanently fixed to the real estate, and must not restrict any future use of the building. Eligible improvements include, but are not limited to:
- (1) Architectural services relating to eligible improvements.
 - (2) Chimney and flue repair, when it improves the overall appearance of a building.
 - (3) Exit door (exterior) and hardware installation, repair and replacement, where current doors do not meet the building code or it will improve the overall appearance of the building.
 - (4) Exterior permanent lighting.
 - (5) Exterior handicap accessibility improvements not including sidewalks pursuant to the Illinois Accessibility Code.
 - (6) Gutters.
 - (7) Landscaping and permanent planters.
 - (8) Painting of the exterior surface of buildings.
 - (9) Removal of nonoriginal siding.
 - (10) Repair or restoration of original exterior.
 - (11) Retaining wall, on Turner Court.
 - (12) Roofing replacement and repairs within the Turner Junction Historic District that are part of the historical facade.
 - (13) Shutter and awning repair, replacement or additions.
 - (14) Signs (permanent), new exterior signs or repair and replacement of existing exterior signs.
 - (15) Stair, porch, railing and exit repair, replacement or installation.
 - (16) Terraces, on Turner Court.
 - (17) Wall (exterior) repair and rebuilding, including cleaning, sealing, tuckpointing and painting.
 - (18) Windows, repair of frames, sills, glazing, replacement of glass, and installation of new windows.
- (b) Upon the request of an applicant, the city staff shall review improvements not specifically listed as eligible or ineligible under this article and make a recommendation to the city council. Upon receipt of the recommendation of city staff, the city council may, in its discretion, approve facade program funding with respect to such improvements.

(Ord. No. 4301, § 1, 4-3-2000)

Sec. 4-104. - Ineligible improvements.

The following are ineligible for funding under the facade program:

- (1) Acquisition of property.
- (2) Air conditioning and heating facilities.
- (3) Within the Turner Junction Historic District, artificial architectural elements including, but not limited to, applied mansard fronts and applied facades that would cover existing significant architectural elements or materials.
- (4) Bartered work or services, direct or indirect, including, but not limited to, labor, architectural services, consulting, and acquisition of materials.
- (5) Electrical wiring or service upgrades.
- (6) Elevators—Repair or installation.
- (7) Extermination of insects, rodents, vermin, and other pests in interior or exterior areas.
- (8) Improvements completed or in progress prior to notification of grant approval.
- (9) Interior floor or ceiling replacement or repair.
- (10) Interior improvements including, but not limited to, remodeling and structural repairs.
- (11) Loading docks.
- (12) New facilities, building additions, or expansion outside the Turner Junction Historic District.
- (13) Plumbing.
- (14) Purchase of furnishings, equipment, or other personal property which does not become a part of the real estate.
- (15) Refinancing existing debt.
- (16) Resurfacing of parking lots.
- (17) Security grilles and screens.
- (18) Sidewalks.
- (19) Sprinklers, fire or smoke alarm systems.
- (20) Improvements which are required to comply with a violation of the City of West Chicago Code of Ordinances including, but not limited to, the zoning ordinance and International Property Maintenance Code. Except that the cost of improvements that provide additional upgrade beyond the minimum code requirement shall be eligible.
- (21) Title reports and legal fees.
- (22) Ventilation systems.
- (23) Working capital.

- (24) Improvements made by contractor not approved by the city council.
- (25) Improvements that do not comply with the approved certificate of appropriateness, if required, and/or building plans.
- (26) Worked performed by construction or other companies that are owned wholly or in part by the building owner or his family.

(Ord. No. 4301, § 1, 4-3-2000; Ord. No. 03-O-0011, § 1, 3-17-2003; Ord. No. 03-O-0107, § 1, 11-17-2003)

Sec. 4-105. - Project costs.

The city council may, in its discretion, approve the facade program grants for eligible improvements to properties within the downtown redevelopment project area, provided however:

- (1) That no grant shall be approved if the amount of such grant, together with the amount of all other grant approved in the same fiscal year, would exceed the amount appropriated for the facade program for that fiscal year;
- (2) That no grant shall exceed the lesser of (a) fifty (50) percent of the project cost; or (b) ten thousand dollars (\$10,000.00), except as provided below:
 - a. That an individual may be granted up to three (3) years of matching funding at any one time, so long as the total grant does not exceed thirty thousand dollars (\$30,000.00) and the property is not eligible for additional funding during that three-year period; and/or
 - b. That an individual may be granted sixty-five (65) percent of the cost for the equipment and materials only, so long as he provides necessary documentation via three (3) detailed estimates for the work, with the labor, equipment and materials components associated with the project listed separately so it can be evaluated.
- (3) That the total amount of all grants approved with respect to any building shall not exceed ten thousand dollars (\$10,000.00) in any fiscal year or thirty thousand dollars (\$30,000.00) over three (3) fiscal years.
- (4) An applicant may submit a phasing plan for a period not to exceed one (1) year from the date of approval delineating the timing of various components of the overall project. Grant funding may be reimbursed in increments up to the facade grant total.

(Ord. No. 4301, § 1, 4-3-2000; Ord. No. 02-O-0061, § 1, 5-20-2002; Ord. No. 03-O-0011, § 2, 3-17-2003; Ord. No. 06-O-0007, § 1, 1-16-2006)

Sec. 4-106. - Rehabilitation guidelines and project application; approval.

- (a) Each applicant for a grant under the facade program shall submit an application on approved forms available from the community development department, including:
 - (1)

Plans for the exterior improvements, which to the extent required by applicable law, shall be prepared by a licensed architect;

- (2) An elevation drawing, plat of survey or site plan;
 - (3) Material and color sample(s) of improvements;
 - (4) Three (3) written estimates for each component of the entire project to include the contractor's name, address, telephone number and list of references;
 - (5) Two (2) photographs of each existing facade proposed for improvements;
 - (6) A tract search report identifying the property's owners of record and all mortgages, liens and other encumbrances of record, from a title insurance company qualified to business in the state;
 - (7) If applicable, a copy of the written consent from the property owner, signed installment sales contract and/or current lease; and
 - (8) A filing fee in the amount of two hundred dollars (\$200.00), refundable upon satisfactory completion of the project.
- (b) If the property is within the Turner Junction Historic District, the applicant shall concurrently file an application for a certificate of appropriateness with the historical preservation commission. The applicant shall obtain any necessary certificate of appropriateness as a precondition to the city council's consideration of the facade program application.
- (c) Facade program applications will be accepted each fiscal year, until budgeted and appropriated amounts are exhausted. The community development department may, in its discretion, establish application deadlines from time to time.
- (d) The community development department shall review applications in the order received and recommend for funding projects which have (1) completed the applications; (2) met any applicable application deadlines; (3) met the guidelines for funding; and (4) a commitment from, and the demonstrated ability of, the applicant pay the portion of the project costs that are not covered by the grant.
- (e) Upon completion of the community development department's review, and the issuance of any necessary certificate of appropriateness, the department shall forward the application to the city council, together with its recommendation.
- (f) The city council shall determine whether, and the extent to which, the city will provide facade program funds for the proposed project. If the city council approves the application, the city council shall approve the amount of funding of the qualified contractor having submitted the lowest estimate, but that the applicant may use any of the three (3) contractors submitting estimates. The applicant shall be responsible for paying the difference between the lowest estimate from the qualified contractor and the estimate from the contractor utilized.

- (g) All rehabilitation work shall be completed in conformance with the codes and ordinances of the city. If the project requires a building permit, the city shall issue such building permit at fifty (50) percent of the regular permit fee. Construction shall be monitored by building inspectors.
- (h) Upon completion of the project, which shall be evidenced by final approval from the community development department or the issuance of an occupancy permit, the city shall pay the amount authorized by the city council, provided that: (1) the contractor selected by the city council was used for the entire project; (2) the plan approved by the city council was strictly adhered to; and (3) there was strict compliance with the terms of any applicable certificate of appropriateness.
- (i) The city reserves the right to reject any or all applications received.
- (j) The city reserves the right to withdraw a commitment for funding or recall a grant for any project which is not completed within six (6) months of the issuance of the building permit for the project or, if no building permit is required for the project, within six (6) months of the approval of the grant by the city council.
- (k) The city reserves the right to withdraw a commitment for funding or recall a grant if any of the eligibility requirements are violated, including, but not limited to, the use of the contractor selected by the city council and strict compliance with the terms of the plan approved by the city council and the certificate of appropriateness, if any.
- (l) All proposed exterior improvements within the Turner Junction Historic District shall be compatible with the downtown area; specifically, these improvements should:
 - (1) Focus on restorative construction;
 - (2) Be compatible with original building material and style;
 - (3) Be compatible with predominant color schemes and window configurations; and
 - (4) Be compatible with the general architectural theme of the historic district.

(Ord. No. 4301, § 1, 4-3-2000; Ord. No. 03-O-0011, § 3, 3-17-2003; Ord. No. 06-O-0007, § 2, 1-16-2006)

Secs. 4-107—4-109. - Reserved.

CITY OF WEST CHICAGO

GUIDELINES FOR FACADE IMPROVEMENT GRANT PROGRAM

PROGRAM PURPOSE

The purpose of the facade program is to encourage the rehabilitation of the exteriors of commercial property in the City of West Chicago Downtown Redevelopment Project Area by establishing a program where the City will provide a limited match of private funds in the form of grants to be used for building facade renovation.

ELIGIBLE PROPERTIES

Commercial properties within the Downtown Redevelopment Project Area are eligible for participation in this program. Residential properties, including apartment buildings, are not eligible. Dwelling units, when accessory to a commercial building, are eligible.

ELIGIBLE APPLICANTS

- (a) Facade program applications may be submitted by:
- (1) The owner of property to be rehabilitated.
 - (2) A contract purchaser or holder of an option to purchase the property to be rehabilitated, with written permission of the owner, provided that no grant funds shall be distributed to such applicant prior to its closing on the purchase of the property.
 - (3) A lessee of the property to be rehabilitated, under a lease with an unexpired term of not less than five (5) years and with written permission of the owner.
- (b) No facade improvement grant shall be awarded, or grant funds distributed, to any applicant who is in default on its mortgage, installment land sale contract or lease with respect to the property, or who is delinquent in the payment of any tax, fine, fee or special assessment owed the City, the County, the State or the United States of America, as indicated by the records of the county recorder.

ELIGIBLE IMPROVEMENTS

- (a) In order to be eligible for a grant under the facade program, improvements must relate to a building facade that is visible from a public way, must be permanently fixed to the real estate, and must not restrict any future use of the building. Eligible improvements include, but are not limited to:
- (1) Architectural services relating to eligible improvements
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 - (3) Exit door (exterior) and hardware installation, repair and replacement, where current doors do not meet the building code or it will improve the overall appearance of the building

- (4) Exterior permanent lighting
 - (5) Exterior handicap accessibility improvements not including sidewalks pursuant to Illinois Accessibility Code
 - (6) Gutters
 - (7) Landscaping and permanent planters
 - (8) Painting of the exterior surface of buildings
 - (9) Removal of non-original siding
 - (10) Repair or restoration of original exterior
 - (11) Retaining wall, on Turner Court
 - (12) Roofing replacement and repairs within the Turner Junction Historic District that are part of the historical facade
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 - (17) Wall (exterior) repair and rebuilding, including cleaning, sealing, tuckpointing, and painting
 - (18) Windows, repair of frames, sills, glazing, replacement of glass, and installation of new windows
- (b) Upon the request of an applicant, the City staff shall review improvements not specifically listed as eligible or ineligible under this article and make a recommendation to the City Council. Upon receipt of the recommendation of City staff, the City Council may, in its discretion, approve facade program funding with respect to such improvements.

INELIGIBLE IMPROVEMENTS

The following are ineligible for funding under the facade program:

- (a) Acquisition of property
- (b) Air conditioning and heating facilities
- (c) Within the Turner Junction Historic District, artificial architectural elements including, but not limited to, applied mansard fronts, and applied facades that would cover existing significant architectural elements or materials
- (d) Bartered work or services, direct or indirect, including, but not limited to, labor, architectural services, consulting, and acquisition of materials.
- (e) Electrical wiring or service upgrades
- (f) Elevators – repair or installation
- (g) Extermination of insects, rodents, vermin, and other pests in interior or exterior areas
- (h) Improvements completed or in progress prior to notification of approval
- (i) Interior floor or ceiling replacement and repair
- (j) Interior improvements including, but not limited to, remodeling and structural repairs
- (k) Loading docks

- (l) New facilities, building additions, or expansion outside the Turner Junction Historic District
- (m) Plumbing
- (n) Purchase of furnishings, equipment, or other personal property which does not become a part of the real estate
- (o) Refinancing existing debt
- (p) Resurfacing of parking lots
- (q) Security grilles and screens
- (r) Sidewalks
- (s) Sprinklers, fire or smoke alarm systems
- (t) Improvements which are required to comply with a violation of the City of West Chicago Code of Ordinances including, but not limited to, the Zoning Ordinance and International Property Maintenance Code. Except that the cost of improvements that provide additional upgrade beyond the minimum code requirement shall be eligible.
- (u) Title reports and legal fees
- (v) Ventilation systems
- (w) Working capital
- (x) Improvements made by contractor not approved by the City Council
- (y) Improvements that do not comply with the approved Certificate of Appropriateness, if required, and/or building plans.
- (z) Worked performed by construction or other companies that are owned wholly or in part by the building owner or his family.

PROJECT COSTS

The City Council may, in its discretion, approve the facade program grants for eligible improvements to properties within the Downtown Redevelopment Project Area, provided however:

- (a) That no grant shall be approved if the amount of such grant, together with the amount of all other grants approved in the same fiscal year, would exceed the amount appropriated for the facade program for that fiscal year.
- (b) That no grant shall exceed the lesser of: (a) fifty (50) percent of the project cost; or (b) ten thousand dollars (\$10,000.00), except as provided below:
 - (1) That an individual may be granted up to three (3) years of matching funding at any one time, so long as the total grant does not exceed thirty thousand dollars (\$30,000.00) and the property is not eligible for additional funding during that three-year period; and/or
 - (2) That an individual may be granted sixty-five (65) percent of the cost for the equipment and materials only, so long as he provides necessary documentation via three detailed estimates for the work, with the labor, equipment and materials components associated with the project listed separately so it can be evaluated.

- (c) That the total amount of all grants approved with respect to any building shall not exceed ten thousand dollars (\$10,000.00) in any fiscal year or thirty thousand dollars (\$30,000.00) over three (3) fiscal years.

REHABILITATION GUIDELINES AND PROJECT APPLICATION; APPROVAL

- (a) Each applicant for a grant under the facade program shall submit an application on approved forms available from the Community Development Department, including:
 - (1) Plans for the exterior improvements, which to the extent required by applicable law, shall be prepared by a licensed architect;
 - (2) An elevation drawing, plat of survey or site plan;
 - (3) Material and color sample(s) of improvements;
 - (4) Three (3) written estimates. Such estimates shall include the contractor's name, address, telephone number and list of references;
 - (5) Two (2) photographs of each existing facade proposed for improvements;
 - (6) A tract search report identifying the property owners of record and all mortgages, liens and other encumbrances of record, from a title insurance company qualified to do business in state;
 - (7) If applicable, a copy of the written consent from the property owner, signed installment sales contract and/or current lease; and
 - (8) A filing fee in the amount of two hundred dollars (\$200.00), refundable upon satisfactory completion of the project.
- (b) If the property is within the Turner Junction Historic District, the applicant shall concurrently file an application for a Certificate of Appropriateness with the Historical Preservation Commission. The applicant shall obtain any necessary Certificate of Appropriateness as a precondition to the City Council's consideration of the facade program application.
- (c) Facade program applications will be accepted each fiscal year, until budgeted and appropriated amounts are exhausted. The Community Development Department may, in its discretion, establish application deadlines from time to time.

- (d) The Community Development Department shall review applications in the order received and recommend for funding projects which have (1) completed the applications; (2) met any applicable application deadlines; (3) met the guidelines for funding; and (4) a commitment from, and the demonstrated ability of, the applicant pay the portion of the project costs that are not covered by the grant.
- (e) Upon completion of the Community Development Department's review, and the issuance of any necessary certificate of appropriateness, the department shall forward the application to the City Council, together with its recommendation.
- (f) The City Council shall determine whether, and the extent to which, the City will provide facade program funds for the proposed project. If the City Council approves the application, the City Council shall approve the amount of funding of the qualified contractor having submitted the lowest estimate, but that the applicant may use any of the three contractors submitting estimates. The applicant shall be responsible for paying the difference between the lowest estimate from the qualified contractor and the estimate from the contractor utilized.
- (g) All rehabilitation work shall be completed in conformance with the codes and ordinances of the City. If the City project requires a building permit, the City shall issue such building permit at fifty (50) percent of the regular permit fee. Construction shall be monitored by building inspectors.
- (h) Upon completion of the project, which shall be evidenced by final approval from the Community Development Department or the issuance of an occupancy permit, the City shall pay the amount authorized by the City Council, provided that: (1) the contractor selected by the City Council was used for the entire project; (2) the plan approved by the City Council was strictly adhered to; and (3) there was strict compliance with the terms of any applicable Certificate of Appropriateness.
- (i) The City reserves the right to reject any or all applications received.
- (j) The City reserves the right to withdraw a commitment for funding or recall a grant for any project which is not completed within six (6) months of the issuance of the building permit for the project, or, if no building permit is required for the project, within six (6) months of the approval of the grant by the City Council.
- (k) The City reserves the right to withdraw a commitment for funding or recall a grant if any of the eligibility requirements are violated, including, but not limited to, the use of the contractor selected by the City Council and strict compliance with the terms of the plan approved by the City Council and the Certificate of Appropriateness, if any.

- (1) All proposed exterior improvements within the Turner Junction Historic District shall be compatible with the downtown area; specifically, these improvements should:
 - (1) Focus on restorative construction;
 - (2) Be compatible with original building material and style;
 - (3) Be compatible with predominant color schemes and window configurations; and
 - (4) Be compatible with the general architectural theme of the historic district.

facguide/le
11/03

CITY OF WEST CHICAGO
FACADE IMPROVEMENT GRANT PROGRAM
APPLICATION INSTRUCTIONS

1. Complete all sections of the Facade Improvement Grant Program Application. Failure to complete all sections will result in delay of application processing and could result in denial of application.
2. Attach the following to completed application:
 - a. A plat of survey or site plan showing the location and dimension of the primary building.
 - b. Elevation drawing of the proposed improvements.
 - c. Two (2) photographs of the existing facade(s).
 - d. Three (3) written estimates on approved forms available from the Community Development Department. Such estimates shall include the contractor's name, address, telephone number and list of references.
 - e. Material and color samples of proposed improvements (paint color, brick sample, etc.)
3. Where applicable, submit an Application for a Certificate of Appropriateness.
4. Submit \$200.00 filing fee, refundable upon satisfactory completion of the project.
5. All appropriate permits (building, electrical, heating, etc.) shall be acquired from the City of West Chicago
8. Any additional information helpful to understanding the proposal may be attached to this form.

SUBMIT DOCUMENTS TO:

CITY OF WEST CHICAGO
COMMUNITY DEVELOPMENT DEPARTMENT
475 MAIN STREET
WEST CHICAGO, IL 60185
(630) 293-2200



**CITY OF WEST CHICAGO
APPLICATION FOR FACADE IMPROVEMENT PROGRAM**

COA# _____

DATE RECEIVED _____

BUILDING PERMIT# _____

APPLICANT AND PROPERTY OWNER INFORMATION

APPLICANT'S NAME		
APPLICANT'S ADDRESS		
APPLICANT'S TELEPHONE NUMBER		
ARE YOU THE PROPERTY OWNER?	___ YES	___ NO
IF SO, OWNERSHIP STATUS	___ SOLE OWNER ___ CORPORATION	___ PARTNERSHIP ___ TRUST
ARE YOU THE TENANT?	___ YES	___ NO
IF SO, YEARS REMAINING ON LEASE?	___	
IF YOU ARE NOT THE PROPERTY OWNER, PLEASE PROVIDE:		
OWNER'S NAME _____		
OWNER'S ADDRESS _____		
OWNER'S TELEPHONE NUMBER _____		

PROPERTY INFORMATION

PROPERTY ADDRESS OF PROJECT
LEGAL DESCRIPTION
BUSINESS NAME
HISTORIC BUILDING NAME

FUNDING

AMOUNT OF GRANT REQUEST	\$
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ITEMIZATION OF THE WORK TO BE PERFORMED TO MAKE THE NECESSARY REPAIRS

DESCRIPTION	ESTIMATED COST
ARCHITECT	\$
AWNINGS	\$
CHIMNEY	\$
CORNICE	\$
DOORS	\$
FASCIA	\$
FLASHING	\$
GUTTERS	\$
LANDSCAPING	\$
LIGHTING	\$
PAINTING	\$
PORCHES/RAILINGS	\$
ROOF	\$
SIGNS	\$
SOFFIT	\$
STAIRS	\$
WALLS	\$
WINDOWS	\$
OTHER	\$
TOTAL	\$

OFFICIAL USE ONLY

Building Permit # _____

COA # _____

COA Approval Date _____

CITY OF WEST CHICAGO
FACADE IMPROVEMENT GRANT PROGRAM APPLICATION
WRITTEN ESTIMATE FORM

COMPLETE ONE FORM FOR EACH PROJECT ADDRESS

PROJECT ADDRESS _____

OWNER'S NAME _____

OWNER'S ADDRESS _____

OWNER'S TELEPHONE NUMBER _____

CONTRACTOR'S NAME _____

CONTRACTOR'S ADDRESS _____

CONTRACTOR'S TELEPHONE NUMBER _____ DATE _____

DESCRIPTION OF PROPOSED CONSTRUCTION - ATTACH ANY ADDITIONAL
INFORMATION TO THIS FORM.

TOTAL COST TO PERFORM ABOVE WORK \$ _____

THIS ESTIMATE GOOD FROM _____ UNTIL _____

CONTRACTOR'S SIGNATURE _____

OFFICIAL USE ONLY

Building Permit # _____

COA # _____

COA Approval Date _____

CITY OF WEST CHICAGO
FACADE IMPROVEMENT GRANT PROGRAM APPLICATION
WRITTEN ESTIMATE FORM

COMPLETE ONE FORM FOR EACH PROJECT ADDRESS

PROJECT ADDRESS _____

OWNER'S NAME _____

OWNER'S ADDRESS _____

OWNER'S TELEPHONE NUMBER _____

CONTRACTOR'S NAME _____

CONTRACTOR'S ADDRESS _____

CONTRACTOR'S TELEPHONE NUMBER _____ DATE _____

DESCRIPTION OF PROPOSED CONSTRUCTION - ATTACH ANY ADDITIONAL
INFORMATION TO THIS FORM.

TOTAL COST TO PERFORM ABOVE WORK \$ _____

THIS ESTIMATE GOOD FROM _____ UNTIL _____

CONTRACTOR'S SIGNATURE _____

OFFICIAL USE ONLY

Building Permit # _____

COA # _____

COA Approval Date _____

CITY OF WEST CHICAGO
FACADE IMPROVEMENT GRANT PROGRAM APPLICATION
WRITTEN ESTIMATE FORM

COMPLETE ONE FORM FOR EACH PROJECT ADDRESS

PROJECT ADDRESS _____

OWNER'S NAME _____

OWNER'S ADDRESS _____

OWNER'S TELEPHONE NUMBER _____

CONTRACTOR'S NAME _____

CONTRACTOR'S ADDRESS _____

CONTRACTOR'S TELEPHONE NUMBER _____ DATE _____

DESCRIPTION OF PROPOSED CONSTRUCTION - ATTACH ANY ADDITIONAL
INFORMATION TO THIS FORM.

TOTAL COST TO PERFORM ABOVE WORK \$ _____

THIS ESTIMATE GOOD FROM _____ UNTIL _____

CONTRACTOR'S SIGNATURE _____